

## Import File Layout Specification for Fall Data Collection, 2000-2001

### Completions Section - Positional File (\*.TXT)

Field ID(Key)	Column	Length	Description	Valid Entries
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"COM"
PART	10	1	Part of survey section	"A"
CIPCODE	11	7	Classification of instructional program code	xx.xxxx, valid CIP codes, refer to CIP code table (must have leading zero if applicable)
AWLEVEL	18	2	Award level	1 to 11, refer to award level table
CRACE01	20	6	Nonresident Alien - Men (1)	0 to 99999
CRACE02	26	6	Nonresident Alien - Women (2)	0 to 99999
CRACE03	32	6	Black, non-Hispanic - Men (3)	0 to 99999
CRACE04	38	6	Black, non-Hispanic - Women (4)	0 to 99999
CRACE05	44	6	American Indian or Alaska Native - Men (5)	0 to 99999
CRACE06	50	6	American Indian or Alaska Native - Women (6)	0 to 99999
CRACE07	56	6	Asian or Pacific Islander - Men (7)	0 to 99999
CRACE08	62	6	Asian or Pacific Islander - Women (8)	0 to 99999
CRACE09	68	6	Hispanic - Men (9)	0 to 99999
CRACE10	74	6	Hispanic - Women (10)	0 to 99999
CRACE11	80	6	White, non-Hispanic - Men (11)	0 to 99999
CRACE12	86	6	White, non-Hispanic - Women (12)	0 to 99999
CRACE13	92	6	Race/ethnicity unknown - Men (13)	0 to 99999
CRACE14	98	6	Race/ethnicity unknown - Women (14)	0 to 99999

**NOTES:** If there are no awards granted for a specific CIP code and award level in academic year 1999-2000, but the program is still offered at the institution, enter appropriate CIP code and award level and enter zeroes for CRACE01-CRACE14.

All numeric fields should be right-justified in its field. Both leading zeros and spaces are permissible.

Character data should be left justified.

**Import File Layout Specification for Fall Data Collection, 2000-2001  
Completions Section - Key Value Pair file (\*.TXT)**

Field ID(Key)	Description	Valid Entries
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"COM"
PART	Part of survey section	"A"
CIPCODE	Classification of instructional program code CIP code	xx.xxxx valid CIP codes, refer to Cip code table. (Must have leading zero if applicable)
AWLEVEL	Award level	i = 1 to 11, refer to award level table
RACE	Race	j = 1 to 7, refer to race/ethnicity table
Sex	Sex	k= 1-Men, 2-Women
Count	Number of awards	1 to 99999, for zero value see note above.

**Sample record:**

UNITID=100663,SURVSECT=COM,PART=A,CIPCODE=01.0101,AWLEVEL=1,RACE=1,SEX=1,COUNT=nnnnn  
 UNITID=100663,SURVSECT=COM,PART=A,CIPCODE=01.0101,AWLEVEL=1,RACE=1,SEX=2,COUNT=nnnnn  
 UNITID=100663,SURVSECT=COM,PART=A,CIPCODE=01.0101,AWLEVEL=1,RACE=2,SEX=1,COUNT=nnnnn  
 UNITID=100663,SURVSECT=COM,PART=A,CIPCODE=01.0101,AWLEVEL=1,RACE=2,SEX=2,COUNT=nnnnn  
 UNITID=100663,SURVSECT=COM,PART=A,CIPCODE=01.0101,AWLEVEL=3,RACE=j,SEX=k,COUNT=nnnnn  
 UNITID=100663,SURVSECT=COM,PART=A,CIPCODE=01.0101,AWLEVEL=i,RACE=j,SEX=k,COUNT=nnnnn  
 UNITID=100663,SURVSECT=COM,PART=A,CIPCODE=xx.xxxx,AWLEVEL=i,RACE=j,SEX=k,COUNT=nnnnn

" " " " " " " " "  
 " " " " " " " " "

UNITID=nnnnnn,SURVSECT=COM,PART=A,CIPCODE=xx.xxxx,AWLEVEL=i,RACE=j,SEX=k,COUNT=nnnnn

**Note: If for any combination of CIP code,award level, race, and sex, the count is zero, then do not include that line in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as follows:**

UNITID=nnnnnn,SURVSECT=COM,PART=A,CIPCODE=xx.xxxx,AWLEVEL=i,RACE=1,SEX=1,COUNT=0

**CIP code table**

Valid CIP codes are listed in Classification of Instructional Programs (CIP) 1990 Version which is available at this web site.

**Award level table**

- 1 - Postsecondary award, certificate, or diploma of less than one academic year (less-than 900 contact or clock hours)
- 2 - Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours)
- 3 - Associate's Degree
- 4 - Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours)
- 5 - Bachelor's Degree or equivalent
- 6 - Postbaccalaureate Certificate
- 7 - Master's Degree
- 8 - Post-Master's Certificate
- 9 - Doctor's Degree
- 10 - First-Professional Degree
- 11 - First-Professional Certificate (Post-Degree)

**Race/ethnicity table**

- 1 - Nonresident Alien
- 2 - Black non-Hispanic
- 3 - American Indian or Alaskan Native
- 4 - Asian or Pacific Islander
- 5 - Hispanic
- 6 - White non-Hispanic
- 7 - Race/ethnicity unknown